



Medication Policy

Selah Place of Oregon County, Inc. (“the shelter”) is committed to providing a safe, accessible environment for survivors and their children. To this end, the shelter has adopted this medication policy. All survivors, shelter staff and volunteers are responsible for complying with this policy and for seeking guidance if they have any questions or concerns about the policy.

I. Storage and Dispensation of Medications

The shelter seeks to afford shelter residents with the greatest possible privacy and autonomy, while also providing a safe shelter environment for everyone.

1. Staff and volunteers will not store or dispense medication or monitor how survivors access medications.
2. The shelter will provide every survivor with an individual locking box, locker or locking cabinet (“locked space”) for storage of medications and valuables.
3. Survivors will be provided with a key to their locked space, and an additional key will be held at the Thayer Police Department in case a key is lost. **No additional keys will be held in the shelter office.**
4. If a survivor indicates that she needs access to refrigerated storage space, the shelter will provide refrigerated storage space in the manner that provides the greatest safety, privacy and autonomy.

II. Safety Agreement

During a survivor’s stay at the shelter, staff and volunteers will ask her to make sure that any medications she has are safely secured.

1. The shelter will ask every survivor to sign this policy and agree to store any medications in her individual locked space.
2. If a survivor has medications that must be taken in the event of medical emergency (i.e., an EpiPen) she may carry them on her person.

III. Providing Access to Information About Medications

1. Staff and volunteers will not provide advice about medications unless they are authorized by law and the shelter to do so.
2. Staff and volunteers may provide Internet access for survivors to find out information about medications.

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IV. Policy Violation

1. If a staff member or volunteer becomes aware of a violation of this policy by another staff member or volunteer, they are required to report the violation to their direct supervisor or to the appropriate person.
2. If a supervisor becomes aware of a violation of this policy, the supervisor is responsible for addressing the issue with the survivor and appropriate staff members.
3. Survivors who refuse to abide by or violate this policy will be asked to leave the shelter.

Staff Signature

Survivor Signature

Date: _____